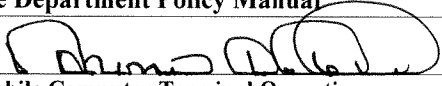


**Wichita Police Department Policy Manual**Approved by: **Policy 714 – Mobile Computer Terminal Operations**

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Maintained by:
Information Services

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- 714.01 R Wichita Police Personnel will utilize the mobile computer terminal (MCT) in a manner consistent with official training, this policy, and the City of Wichita Administrative Regulation 8.2-Acceptable Usage Policy. Personnel that have not received the sanctioned and approved training regarding MCT usage will not be authorized to access the units.
- 714.02 Officers may only perform functions on the MCT which have been approved by the Chief of Police.
- 714.03 Absolutely no software and/or hardware will be added to, or deleted from, the installed configuration of the MCT units without authorization of the Chief of Police. Each assigned MCT will undergo periodic inspection by a supervisor to check the physical security of the system.
- 714.04 When leaving the MCT unattended in a police vehicle, personnel shall logoff the system or utilize the “system lock” function before securing their vehicle. All patrol vehicles must be locked if an MCT system is inside.
- 714.05 Officers will be responsible for MCT equipment in the same regard they are responsible for other department issued equipment. (See Policy 214 for details.)
- 714.06 In the event MCT equipment is lost or stolen, the departmental Local Agency Security Officer (L.A.S.O.) shall be notified immediately via telephone at the Information Services Unit, (316) 268-4149 from 0700 – 1600, or after hours via 911 Dispatcher, so that the appropriate security measures can be put into place.
- 714.07 Under no circumstances shall personnel allow unauthorized persons to view confidential information on the MCT display screen.
- 714.08 MCT’s will only be used in accordance with the National Crime Information Center (NCIC) and the State of Kansas requirements for the privacy and security of the criminal history record information.
- 714.09 Automatic Vehicle Location systems (AVL) will not be dismantled, intentionally damaged or in any way circumvented in an attempt to defeat the system.
- 714.10 Information provided by the Computer Aided Dispatch (CAD) system includes calls received by 911 but not yet dispatched. To insure officer safety, officers will not proceed to calls holding without first verbally notifying their dispatcher, requesting to be assigned to the call. Supervisors will closely monitor the use of the call holding information to ensure officer safety.